

Warehouse Assistant - 1311

Primary Reason Why Classification Exists

To perform clerical and manual work in the operation of the City's warehouse

Essential Duties

- Reviews inventory stock levels and determines commodities to be reordered
- Prepares quote sheets on commodities; faxes or mails quote sheets to vendors; receives quotes; analyzes quotes; awards purchase
- Prepares purchase requisitions; prepares purchase orders from requisitions; faxes or mails purchase orders to vendors; expedites orders that are slow in arriving
- Receives orders from common carrier or vendor delivery; inspects items for damage before receiving; pulls receiving copy of purchase orders and packing slips to verify quantities received; records inventory number on each item received; unpacks and places in proper location on shelves; enters items into computer to update quantity received in inventory
- Greets employees at window and takes orders; picks items from shelves and records on inventory issue sheet; distributes items to employees; enters items into computer to update quantity issued from inventory
- Receives phone calls from employees and vendors; assists employees in research of new products; receives salespeople expressing interest in providing services to City
- Maintains warehouse records as needed; assists employees with products as needed
- Cleans warehouse floor; carries out cardboard and excess pallets; receives shipments for other departments; inspects and notifies departments of shipment
- Performs related tasks as required

Knowledge, Skills, and Abilities

- General knowledge of modern storeroom and inventory practices
- General knowledge of warehouse items and their use in governmental service
- Knowledge of sourcing techniques to elicit the lowest price for equivalent products
- Knowledge of municipal purchasing laws and regulations
- Knowledge of mathematics, business English, grammar, and punctuation
- Ability to accurately count and inspect various stores and materials
- Ability to maintain physical inventories and match to computer records
- Ability to operate light automotive equipment for deliveries
- Ability to communicate with others, both orally and in writing
- Ability to establish and maintain effective working relationships with coworkers, vendors, and others
- Ability to follow oral and written instructions

Physical Requirements

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects. Work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions. Work requires dexterity in the hands for typing and operation of standard office equipment and visual acuity is necessary to read handwritten and

typewritten materials and to operate a computer terminal. Vocal communication is required to express or exchange ideas. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth perception, preparing and analyzing written or computer data, visual inspection of products, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities

Working Conditions

The worker is subject to both inside and outside environmental conditions and workplace hazards. Employee is exposed loose equipment not being secured, collapsing shelves, dirt, dust, spills on floors, loose electrical cords, and other safety hazards. When required, the employee is exposed to outside environmental conditions to pick up or deliver materials or products to City offices and return to vendors.

Education and Experience

Graduation from high school or GED equivalency and 3 - 5 years experience in warehouse operations including purchasing and inventory of supplies

Special Requirements

- Valid North Carolina driver's license
- Certification as a purchasing officer by the Certified Local Government Purchasing Officer (CLGPO) is preferred as is a certification in supply management from the Institute for Supply Management is preferred

FLSA Status: Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the City's official work week and not the employee's work schedule)

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

January 2015